



**Sumner School District**  
*...a great place to learn!*

## Fingerprinting Locations and Information

### Information for Prospective Sumner School District Employees

The 1992 legislature passed ESHB 2518 which requires a state and national fingerprint background check for school employees with regularly scheduled unsupervised access to children. Fingerprint-based background checks help to safeguard children and maintain public confidence in the integrity of public and private K-12 education. OSPI works closely with schools, districts and educational service districts to make sure all K-12 students are safe from harm during the school day. Their collective diligence demands that the background of all new school employees be looked into before joining the K-12 education community.

**For more information contact:** (360) 725-6135 [oppfp@k12.wa.us](mailto:oppfp@k12.wa.us)  
[www.k12.wa.us/ProfPractices/fingerprint/ESDOffices.aspx](http://www.k12.wa.us/ProfPractices/fingerprint/ESDOffices.aspx)

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Educational Service Districts (ESD) have digital (live scan) fingerprint machines. Live scan technology takes high-quality prints by scanning the fingers of both hands and creating a digital image. The electronic scanner is easy to use and eliminates the need to ink your fingerprints onto a special card. The addition of digital technology to the fingerprint process means no mail, not extra trips and no waits. Digital fingerprinting streamlines a key step in the background check process.

Following being fingerprinted, return the completed Fingerprint Verification Form to the Human Resources Office. You may not begin your conditional employment with Sumner School District until you have been given an interim clearance by the Washington State Patrol.

#### **Puget Sound ESD 121 Fingerprint Office**

Puget Sound ESD offers the fingerprint service by **appointment only**. **Fingerprint information and appointment line:** 425-917-7614, 253-778-7614

The fee for this service is as follows: **\$71.25 for all school district and ESD employees**. Digital fingerprinting may be paid for by check, cash or money order. This includes a \$25.00 processing fee. Checks and money orders should be payable to PSESD. If you are submitting your fee to OSPI, personal/business checks will also be accepted.

#### **Driving Directions to PSESD:**

##### **Puget Sound ESD 121**

800 Oakesdale Ave. SW

Renton, WA 98055

(425) 917-7600, (800) 664-4549

Click on this link for location and driving instructions. <http://www.psesd.org>

Travel North on Highway 167. Highway 167 ends at Grady in Renton and becomes Rainier Avenue South. Turn left at the second light onto SW 7<sup>th</sup> Street. The 800 building is approximately one mile down on your left at the end of 7<sup>th</sup> Street. Turn left into last driveway before Oakesdale.

**Other ESD locations:**

**ESD 113**

601 McPhee Rd. S.W., Olympia 98502-5080  
(360) 464-6709  
<http://www.esd113.k12.wa.us>

**Olympic ESD 114**

105 National Ave. N., Bremerton 98312  
(360) 479-0993  
<http://www.oesd.wednet.edu>

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**Pierce County Sheriff's Office**

LESA (Law Enforcement Support Agency – (253)798-7441  
County City Building  
930 Tacoma Avenue South  
2<sup>nd</sup> Floor Room #239  
Tacoma, WA  
Hours: 8:30 am to 4 pm Monday through Friday.

**Fingerprinting services are offered to residents of Pierce County only. The fee is \$5. Cash only.**

**Cost: \$46.25 for all school district and contractual employees to be paid by personal check or money order payable to OSPI.**

Afternoons are often very busy so please plan on arriving early enough to ensure you can be served before closing. Prints will be taken between 8:30 a.m. and 4 p.m., Monday through Friday.

Once fingerprinted, place your fingerprint card in the pre-addressed, postage paid envelope provided by the school district and mail to "OSPI". Be sure to fill out the fingerprint card completely and include in the envelope your certified check, money order or personal check for the processing fee made payable to "OSPI." You must have your check at the time of your fingerprinting appointment.

**Driving Directions to Pierce County Sheriff's Office:**

- Travel I-5 South
- Merge onto I-5 S via the ramp to Tacoma
- Take exit 133 for I-705N/WA-7 S toward City Center
- Keep right at the fork to continue toward I-705 N.
- Keep left at the fork, follow signs for City Center / I-705 N and merge onto I-705 N.
- Take Stadium Way Exit
- Turn left at Commerce St.

- Turn right at S 9<sup>th</sup> St.
- Turn left at Tacoma Ave. S.
- Arrive at 930 Tacoma Ave. S.

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**Important reminder:** The Washington State Patrol no longer collects fees for education-related job and certification fingerprint record checks.